

DEPARTMENT OF FINANCE
BUREAU OF PURCHASING
CITY OF NEW ORLEANS

MITCHELL J. LANDRIEU
MAYOR

NORMAN S. FOSTER
DIRECTOR

November 2010

Dear City of New Orleans Vendor:

The City of New Orleans provides online vendor registration and enhanced vendor services including the ability to view and update your company's vendor file, automatically receive and respond to online bids, receive purchase orders, receive downloads, bid solicitations and the ability to contact the Purchasing Bureau at the City of New Orleans' website.

In order to maintain continuity of business with the City, it is necessary that you register online using the following procedure:

1. Log onto the City of New Orleans website at www.nola.gov and click on Bids, Proposals & Contracts or direct access at: <http://purchasing.nola.gov/bso/login.jsp>

You are now at the City of New Orleans Online Purchasing site.

2. Click on 'Disclaimer' and read the disclaimer carefully then select 'Close Window'.
3. Click on the word 'Register'.
4. Enter your Tax Identification Number and Official Company Name and click on the 'Submit' button.

You are now in the vendor registration site.

5. Complete the 'Company Information' and 'Administrative User Information'.
6. All items marked with an asterisk * are required to be completed before continuing registration.
7. Upon completion of this page, select either: a) 'Add Another Address' if your company has more than one address or location, b) 'Continue Registration' if page complete, c) 'Reset' which resets to prior information saved, or d) 'Cancel' to cancel the transaction.
8. Upon 'Continue Registration' select a choice for Terms, Categories and Certifications. If you chose to continue registration, then click 'Continue Registration' again.
9. At the next screen select a 'Region' that applies to your company then click 'Continue Registration' if the page is complete and you chose to continue the registration process.
10. If you choose continue registration the next screen 'Commodity & Service Codes' allows you to choose the materials, supplies, equipment and services your company provides. Select as many classifications and codes with descriptions under 'NIGP Code Browse' then select either 'Save and Add More' to add additional commodities, 'Save and Continue Registration' to save the commodities selected or 'Exit and Continue Registration' to exit without saving the currently selected commodities

If you have any problems accessing this system, logging on the system or if you do not have access to the Internet, please contact the Purchasing Department at (504) 658-1550, or email purchasing@nola.gov Assistance is available Monday through Friday, 9:00 a.m. to 4:00 p.m. CST.

Sincerely,



Andrée Cohen
Purchasing Administrator

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